

Idaho Division of Professional-Technical Education

EMERGENCY SERVICES TRAINING



INSTRUCTOR POLICIES AND GUIDELINES

EMERGENCY SERVICES TRAINING INSTRUCTOR POLICIES AND GUIDELINES

Emergency Services Training's training is delivered through the Idaho Technical College System. Courses may be offered throughout the state in any of the six Technical College regions. Instructor salaries are set by E.S.T. and reimbursements for expenses are subject to E.S.T. and Technical College System policies and procedures.

To standardize programs on a statewide basis, E.S.T. uses the following guidelines for E.S.T. part-time state instructors.

- E.S.T. instructors are considered *adjunct faculty* of the appropriate technical college.
- **All courses requested must first be submitted to, approved by, and coordinated through E.S.T., whether funded or no cost.** This includes in-house Essentials, Firefighter Recruit, or Fire Brigade courses that are to receive certificates of completion. Course requests may originate from instructors, departments/organizations, technical colleges, or E.S.T.
- E.S.T. state instructors may not directly negotiate with recipients of service for compensation or reimbursement.
- Instructional time while on duty and being compensated by the instructor's own organization will be at no cost.
- Instructional time while off duty and not receiving compensation of any kind from an instructor's own organization may request reimbursement **subject to prior approval**. Factors to be considered are shift training, full or partial reimbursement from the organization to the technical college and/or written memorandum of understanding between the host organization, instructor and E.S.T.
- State instructors conducting Essentials, Firefighter Recruit, or Fire Brigade courses in their own organization will NOT be subject to reimbursement unless 60% or more of the students are from another organization. Minimum class size is ten (10) students, unless approved in advance by E.S.T.
- **WITH PRIOR APPROVAL OF E.S.T.**, additional qualified instructors may be utilized and reimbursed while conducting hands-on training evolutions. Factors to be considered are: number of students, type of equipment utilized, type of hands-on training, effective student contact, and SAFETY of all personnel.
- Only qualified instructors who have completed payroll information **PRIOR** to the start of the training are eligible for reimbursement.
- E.S.T. activities are any course/activity for which E.S.T. funds are to be used and taught by an E.S.T. approved instructor and an official certificate of completion is awarded to participants upon successful completion of the course.
- The course must be approved by the State Board of Education for Professional-Technical Education to be eligible for certificates.
- Wages are determined by student contact hours. There may be limited preparation time reimbursement with **PRIOR** approval from E.S.T. Reimbursement for preparation time will be considered on a case-by-case basis, based on available funding. Any request for preparation time must be approved by E.S.T. **PRIOR** to the beginning of the course. Hourly wages are determined by instructor level. Instructors in training are not eligible for compensation.

- Instructor level will be determined by the information and documentation submitted on the Instructor Application (Form PTE-7-EST) to the State Division of Professional-Technical Education.
- When a course has a varied length, such as Essentials of Firefighting, Fire Attack, Surviving the Haz Mat Incident, etc., a training plan, including contact hours, must be approved **PRIOR** to the start of the first class. Completed class rosters are to reflect actual contact hours.
- E.S.T. state instructors do not handle fees or monies. The hosting department/agency will be billed by the appropriate regional technical college for the total amount due.
- When compensation is approved, instructors will be reimbursed for mileage, lodging, and meals in accordance with the regional technical college travel policies. Reasonable miscellaneous expenses (copies, handouts, supplies, etc.) will be reimbursed **if approved by E.S.T. IN ADVANCE**.
- Transportation costs: (a) travel by air must be approved in advance by E.S.T., and (b) mileage reimbursement for use of a private automobile is based on individual regional technical college policies. Publicly owned vehicles do not qualify for mileage reimbursement. When more than one instructor travels from the same home area, carpooling is required. Contact E.S.T. for any exception to the carpooling requirement.
- Per diem (meal allowance) is available for training sessions that are at least six (6) hours or more in length. The amount of allowable meal reimbursement is set by the technical college that services the region where the training takes place.
- E.S.T. state instructors will abide by IDAHO CODE and State Board of Education rules and regulations regarding the responsibility and conduct of Certified Idaho Educators. (Refer to the Idaho State Department of Education's *The Idaho Certification Manual, Part 2 - Certification Standards and Professional Code of Ethics*)